

NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY OPEN ACCESS DIRECTIVE

CHAPTER ONE

Purpose, Scope, Basis and Definitions

Purpose

Article 1- (1) This directive sets out the principles and procedures for archiving and presenting scientific studies at Nevşehir Hacı Bektaş Veli University (NEÜ) to the scientific world by archiving in NEÜ Open Access System (NEÜAÇES). The objectives of the directive are defined as follows.

- a) Establishing an appropriate open access system to the standards of Open Archive Initiative Metadata Collation Protocol (OAI - PHM),
- b) Compilation of the scientific and intellectual knowledge of NEÜ, long term protection and securing the access of large masses to them,
- c) Increasing the visibility of the university members by ensuring collation the data in NEÜAÇES via national and international collation systems,
- d) Storing and listing the scientific studies considered in appointments and promotions and other internal assessments in accordance with international standards
- e) Ensuring more project support from the public and private sectors, Turkey's visibility and hence the level of academic research and publication of the research outputs of NEÜ as open access.

Scope

Article 2- (1) NEÜAÇES covers all academic studies carried out by NEÜ members, directly or indirectly supported by NEÜ. The content of NEÜ Open Access System consists of the following materials.

- a) Articles published in scientific journals,
- b) Master's and PhD thesis,
- c) Conference proceedings,
- d) Seminar texts
- e) Technical notes,
- f) Project works,
- g) Books,
- h) Book excerpts,
- i) Patents, award-winning works
- j) Open course materials,
- k) Bibliographic information of the books,
- l) Scientific and artistic activities etc.

Basis

Article 3- (1) This directive has been prepared on the basis of articles 4/c, 14 and 42/d of Higher Education Law No. 2547.

Definitions

Article 4- (1) As used in this directive, the following terms have the meanings stated below:

- a) **Open Access:** Having free online access to academic studies without technical barriers and legal obstacles.
- b) **Open Access System :** A system containing a series of services where scientific literature and artistic products of institution members are electronically collected, stored, indexed, protected and distributed.
- c) **Academic Studies:** All the studies that have emerged as a result of the researches of NEÜ members.
- d) **Embargo:** Research results are not accessible for a certain period of time (6-12 months).
- e) **Head of Department:** NEÜ Library and Documentation Department,
- f) **Archiving:** The storage process of a university member's academic study in NEÜAÇES.
- g) **Fast archiving / optional access:** The storage process of one copy of academic studies in NEÜAÇES provided that it is not later than the publication date.
- h) **Personal Archiving:** The storage process of a university member's study in NEÜAÇES.
- i) **NEÜAÇES:** Nevşehir Hacı Bektaş Veli University Open Access System.
- j) **NEÜ Members:** Academicians, staff and students of the university.
- k) **Rector:** The Rector of NEÜ

CHAPTER TWO

Authority and Responsibilities, Right to Publish and Use, Open Access System Advisory Board

Responsibilities of NEÜ members

Article 5- (1) NEÜ Members;

- a) They are responsible for transferring their scientific studies conducted in that year to NEÜAÇES until the end of that academic year at the latest unless they are restricted or completely prevented due to embargo. However, the studies for which patent application is planned are stored on the same date as the patent publication.
- b) When graduate and PhD students of NEÜ complete their thesis, they have to store it in NEÜAÇES in a month at the latest.
- c) NEU members store the studies done with the collaboration of more than one author from more than one institution.

d) In multi-author studies conducted by more than one NEU member, the storage responsibility of the resource belongs to the first author.

e) Each NEÜ member confirms that the latest versions of all academic studies are stored in NEÜAÇES unless they are restricted or completely prevented due to embargo.

f) Under the legal conditions, each NEU member gives approval to store their studies in NEÜAÇES under a worldwide license agreement.

Article 6 – (1) Open Access / Open Access at the end of the Embargo Period : NEÜ supports its members who wish to publish their research with the “open access” option. When the author's agreements with publishers and personal archiving options are considered, access to the studies will be examined under two headings as “ Public Access ”and “ Open Access at the End of the Embargo Period”. The embargo period must not exceed 12 months.

Responsibilities of Head of Department

Article 7- (1) According to the article 4 / c of the Higher Education Law No. 2547, universities are in charge of doing high level of research to become a distinguished member of the scientific world, and collecting the scientific and intellectual accumulation completely according to the article 42 /d. In this sense, Head of Department is responsible to fulfill this requirement under NEÜAÇES.

(2) It prepares information guides and makes necessary publicity and information activities in order to inform NEÜ members about the Open Access System.

(3) Head of Department checks the metadata of the scientific studies transferred by NEÜ members to NEÜAÇES according to the Open Archive Initiative Metadata Collation Protocol standards. It works with the members of NEÜ for correction when necessary.

(4) It checks the scientific studies recorded by academic staff in NEÜAÇES during the year, comparing with the performance evaluation reports prepared at the end of the academic year.

(5) Annual performance evaluation reports, in their completed form, can be taken from the system or the heads of departments.

(6) Studies included in the annual performance evaluation report but not included in NEÜAÇES are listed. These lists are sent to department heads to inform the academic staff about the matter and take necessary actions.

(7) Unless electronic copies of postgraduate thesis are not transferred to NEÜAÇES, discharge certificate of the students are not approved by the department.

(8) After the verification and control is completed, the "reiteration" letter is written for the studies that are not sent to NEÜAÇES within the period and the approved activity report is forwarded to the deans / institute and school directorates together with the lists.

(9) The necessary technical infrastructure is established and implemented together with the Information Technology Department.

(10) The agreement and cooperation with other universities and institutions regarding the Open Access System is carried out by the Head of Department.

Responsibilities of Department Heads

Article 8- (1) They inform the academic staff to store their publications in NEÜAÇES.

(2) They send a copy of academic staff's completed annual performance evaluation reports to the Head of Department.

(3) They examine the requests sent by the Head of Department and make the necessary warnings to the academic staff.

Responsibilities of Information Technology Department

Article 9 - (1) It carries out the processes of installation, updating, backing up and long-term preserving , ensuring security and transferring data to the National Academic Archive System in open access standards.

Right to publish and benefit from sources of information

Article 10 - (1) The right to publish and use information resources in NEÜAÇES is exercised under the following conditions:

- a) Free access to the full texts of the studies in NEÜAÇES is subject to the author's decision and the copyright status of the publication.
- b) Anyone who wants can freely access and use the studies registered in NEÜAÇES.
- c) NEÜ members are obliged to save all kinds of scientific studies for publication in NEÜAÇES via the internet.
- d) The studies published or decided to be published in any journal may be archived in NEÜAÇES in accordance with the copyright, except for the format in the journal.
- e) Publications with copyright in third parties or institutions are archived in NEÜAÇES according to the copyright conditions.
- f) When the sources of information contained in NEÜAÇES are used, it is necessary and obligatory for scientific ethics to be cited by the user.

Open Access System Advisory Board

Article 11- (1) Every year within the first three years, at the end of the first three years, once in three years a board called Open Access System Advisory Board is formed in order to evaluate the NEÜ Open Access Directive, if necessary, to revise or modify the directive. It is established by the Rector under the presidency of the Rector or vice-rector responsible for the Head of Department, a vice principal from each graduate school, a vice dean from each faculty with academic staff, schools coordinator, the Head of Information Technology Department and Library and Documentation Department.

CHAPTER THREE

Final Provisions

Effective implementation of the directive

Article 12 – (1) The Rectorate will be responsible for the implementation of this directive and it will undertake the executive role in the resolution of disputes that may arise and for possible changes in the directive if necessary.

Force

Article 13- (1) This directive enters into force on the date it is accepted.

Executive

Article 14 – (1) The provisions of this directive are executed by the Rector of NEÜ.

